



DEPARTMENT OF THE NAVY
PROGRAM EXECUTIVE OFFICER, COMMAND, CONTROL, COMMUNICATIONS,
COMPUTERS AND INTELLIGENCE AND SPACE
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Ser PEO C4I/056

MAR 23 2004

MEMORANDUM

From: Program Executive Officer, Command, Control,
Communications, Computers and Intelligence and Space

Subj: POLICY ON CONTRACT PLANNING CONFERENCES

Encl: (1) Contract Planning Conferences Objectives
(2) Contract Planning Conference Baseline Agreement

1. Purpose. This document establishes PEO C4I and Space policy governing Contract Planning Conferences (CPC). A CPC is a meeting of select members of a program's Acquisition Coordination Team to formulate the procurement baseline. The procurement baseline is an agreement between the Program Manager and the Procuring Contracting Officer (PCO) on how the procurement will be structured, the procurement timeline, and other data required to solicit supplies and services.

2. Policy. Program Managers shall host a CPC for procurements over \$1,000,000 within 30 days of identifying the requirement for supplies and services. Depending on the dollar value and complexity of the procurement, multiple CPCs may be required until the contract is awarded. Program Managers may request a waiver to this policy through a written request to the Program Executive Officer. An email request is acceptable.

This policy and guidance does not apply to task or delivery orders issued under a definite or indefinite delivery contract, nor does it apply to task or delivery orders issued under a Federal Supply Schedule contract.

3. Program Managers will:

a. Host the CPC and consider the objectives listed in enclosure (1).

b. Invite, as a minimum, representatives from the following offices:

(1) PEO C4I and Space Acquisition Management

Subj: POLICY ON CONTRACT PLANNING CONFERENCES

(2) SPAWAR 00C

(3) SPAWAR 00K

(4) SPAWAR 01-6

(5) SPAWAR 02 (PCO/Negotiator)

(6) SPAWAR 08

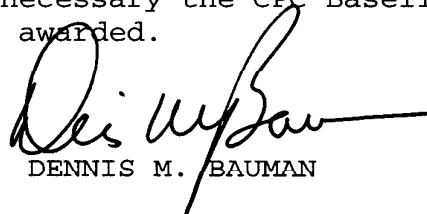
(7) Other offices, as required (for example, SPAWAR Security Office, DCMC Customer Liaison Representative, etc.).

c. Document the proceedings of the CPC through formal meeting minutes.

d. In concert with the PCO, approve the CPC Baseline Agreement (enclosure 2).

e. Include the CPC Baseline Agreement, or waiver, in the Procurement Request Package.

f. Maintain and update as necessary the CPC Baseline Agreement until the contract is awarded.



DENNIS M. BAUMAN

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PMW 101/159	PMW 165
PMW 150	PMW 166
PMW 151	PMW 173
PMW 156	PMW 176
PMW 157	PMW 179
PMW 161	PMW 189

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COMSPAWARSYSCOM (Codes 00C, 00K, 01-6, 02, 08)

Contract Planning Conference Considerations

Consideration	Action Required	
	Yes	No
1. Determine the acquisition requirements		
2. Discuss the method of procurement, type of contract, basic format and scope of the procurement package		
3. Review the Acquisition Plan (AP) for currency if the AP has already been approved, or review status of AP development		
4. Decide, address, and document the applicable acquisition planning topics discussed in FAR 7.105 "Contents Of Written Acquisition Plans."		
5. Determine if a component breakout review in accordance with DFARS Appendix D - Component Breakout is applicable and if it is applicable, development a milestone plan for conducting the review.		
6. If applicable, discuss how the topics in FAR 7.106 "Additional Requirements For Major Systems" are to be addressed and documented.		
7. If applicable, discuss how the topics in FAR 7.107 "Additional Requirements For Acquisitions Involving Bundling Of Contract Requirements" are to be addressed.		
8. Determine if the acquisition is an Information Technology National Security System (see FAR Part 39).		
9. Discuss the applicability of special performance incentives.		
10. Determine whether or not options will be included in the solicitation/contract and the applicability of variable quantity options		
11. Determine if a list of spares for inclusion as priced option items has been developed		
12. Determine the applicability of warranty provisions,		
13. Determine the applicability of value engineering provisions (see FAR Part 48)		
14. Decide on the contents of the Purchase Request (PR)		

15. Discuss the use of either performance/commercial specifications or military specifications and standards,		
16. Review early drafts of the specification, the Statement of Work (SOW), and/or the Justification and Approval (J&A)		
17. Determine the availability and agree on the level of use of electronic and/or magnetic media to develop and transfer data relating to the documentation of the procurement including, but not limited to, preparation and transmittal of the PR, RFP, and contractor data deliverables,		
18. Determine the use of a Data Accession List , rather than using a CDRL. Data items appearing on the Accession List can either be reviewed informally through participation in joint Government/Contractor Integrated Product Teams (IPTs) or acquired formally by direction from the Procuring Contracting Officer (PCO) to the Contractor.		
19. Determine the contractor's cost reporting (e.g., Cost Performance Reports, Cost/Schedule Status Reports, etc.) requirements and the applicable data items		
20. Discuss the level of data rights, if any, to be obtained under the contract,		
21. Discuss small business/small disadvantaged business participation,		
22. Discuss the use of presolicitation briefings/conferences and draft RFPs.		
23. Schedule the events and reviews that will be required for procurement.		
24. Review all items addressed on the Contracts Planning Conference Baseline document.		

Enclosure (1)

CONTRACT PLANNING CONFERENCE BASELINE DOCUMENT

DATE _____

(1) ACQUISITION BACKGROUND AND OBJECTIVES

(a) Statement of need. *[Provide a brief statement of need and the purpose of contract including a brief description of the requirement. Summarize the technical and contractual history of the acquisition. Discuss feasible acquisition alternatives, the impact of prior acquisitions on those alternatives, and any related in-house effort.]*

(b) Applicable conditions. *[State all significant conditions affecting the acquisition, such as (i) Requirements for compatibility with existing or future systems or programs; and (ii) Any known cost, schedule, and capability or performance constraints.]*

(2) DATE EARLIEST DELIVERY REQUIRED?

(3) DURATION OF CONTRACT INCLUDING OPTIONS TO
EXTEND:

(4) COMPETITIVE OR SOLE SOURCE CONTRACT
PLANNED?

(5) IF SOLE SOURCE, NAME OF CONTRACTOR:

(6) TYPE OF CONTRACT PLANNED?

FUNDING:

Budgeting and funding. *[Include budget estimates, explain how they were derived, and discuss the schedule for obtaining adequate funds at the time they are required (see FAR Subpart 32.7). If more than one type of funding is to be used, briefly describe the reasons why.]*

Identify any shortfall in available or programmed funding, including a description of actions to resolve the shortfall. Also, show the appropriation and year where each type of funds will be obligated, liquidated and cancelled. In addition, discuss contingent liabilities (e.g., GFP repair costs, patent indemnity, data rights infringement, contract close-out) and proposed actions to identify and fund unexpected shortfalls.]

	[1ST YEAR]	[2ND YEAR]	[3RD YEAR]	[4TH YEAR]	[5TH YEAR]
R&D					
OPN					
SCN					
WPN					
O&MN					
OTHER					

Enclosure (2)

QUANTITIES :

1ST YEAR FIRM QTY:		OPTION QTY:	
2ND YEAR FIRM QTY:		OPTION QTY:	
3RD YEAR FIRM QTY:		OPTION QTY:	
4TH YEAR FIRM QTY:		OPTION QTY:	
5TH YEAR FIRM QTY:		OPTION QTY:	

SPECIAL REQUIREMENTS :

NSS IT Determination (see FAR Part 39)	
MIL-SPEC/MIL-STDS Waiver?	
Warranty Provision Planned?	
Rights to Technical Data Planned?	
Component Breakout Planned?	
Value Engineering Clause Planned?	
Special Security Requirements?	
Government Furnished Property or Materials?	
Notes on Special Requirements:	

SCHEDULE :

ACQUISITION STRATEGY/ACQUISITION PLAN APPROVED	
PROCUREMENT RELEASED	
PR FUNDS RESERVED	
SOURCE SELECTION PLAN APPROVED	
PR ACCEPTED BY SPAWAR 02	
CBD SYNOPSIS	
NSS IT DETERMINATION APPROVED	
CLINGER-COHEN CONFIRMATION REPORT	
RFP ISSUED	
PROPOSALS RECEIVED	
J&A APPROVED	
START NEGOTIATION	
AWARD CONTRACT	
FUNDS OBLIGATED	

PR ORIGINATOR _____ DATE _____

PROGRAM MANAGER _____ DATE _____

PCO _____ DATE _____

Enclosure (2)